

Variance: Standard			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,140
ENVIRONMENTAL		\$629**	
PDS REVIEW TEAMS			\$825
STORMWATER			
DEH	SEPTIC/WELL	\$382	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL \$2,965 (No CEQA with Sewer) \$3,347 (No CEQA with Septic) \$3,594 (CEQA with Sewer) \$3,976 (CEQA with Septic)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If for setback reduction do not collect environmental review fee. Otherwise, collect CEQA Exemption fee of \$629.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [222 Variance Advisory](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346V Supplemental Application for a Variance](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [581 Plan Check Pre-Application Notice](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Four (4) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

PART C:

All items below are informational only and not be submitted.

<u>090</u>	<u>Typical Plot Plan</u>
<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>260</u>	<u>Variance Applicant's Guide</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy G-3: Determination of Legal Parcel</u>

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.